**Executive Regional Directors**

**Weekly PLC Team Meeting**

**August 21, 2013**

**Guiding Question:** How do we become a Professional Learning Community (PLC) as we meet the five district goals and implement the 21st Century Model of Education?

**Long-term targets:**

* Be a professional learning community (PLC) by consistently and fully implementing PLC procedures and structures throughout the district
* Meet the five district goals
* Implement the MCPS 21st Century Model of Education
* Integrate the Montana Common Core States Standards in English Language Arts and mathematics across the district
* Collaborate with UM and other community stakeholders to implement goals of SHAPE P-20 grant

**Short-term targets for this meeting:**

* Reschedule 8/28/13 (first day of school) ERD meeting – add to ERD agenda next week
* Determine visitation team for IB Colorado visitation
* Review and revise draft year-long plan, timeline, and dates for K-12 Leadership PLC: create DRAFT 2

**Roles for this meeting:**

* **Facilitator/Time Keeper** - Mark
* **Agenda Setter**/**Note taker** - Heather
* **Reading** - Karen

**AGENDA**

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| **TIME** | **ACTIVITY** |
| **7:00-7:05** | Review and revise agenda |
| **7:05-7:10** | Reading  Go beyond “inviting” collaboration. Embed collaboration into the daily culture/expectation into the school day. Work of the collaborative team is to improve student learning. Teaming is THE fundamental structural organization of the district. Must be seen as the power source, heart and soul, of a district that seeks to function as a PLC. Be clear about products teams will be expected to produce. |
| **7:10-7:15** | Reschedule 8/28/13 (first day of school) ERD meeting – add to ERD agenda next week  2-3:30pm Thursday, 8/29/2013 |
| **7:15-7:20** | Determine visitation team for IB Colorado visitation  Reviewed long-term SHAPE P20 and Title I expected expenditures for IB training, materials/fees. Find a place on an agenda to write a grant for BSHS materials/fees and equipment for IBCC. No L&C, unless they take out of materials budget of $36,000 or building funds. Mark will look at Perkins funds to participate in the visitation to Ft. Collins to understand and see IBCC in action. |
| **7:20-8:00** | Review and revise draft year-long plan, timeline, and dates for K-12 Leadership PLC: create DRAFT 2  Karen will fix standard 2 and complete standard 5 and email by Sunday.  Heather will email cut/paste document after Karen sends revisions. |
| **8:00-8:10** | Address other items not on agenda   * Mark will work with Trish on math materials needed at L&C and other buildings. * DLI materials – *Calle* Spanish version of *Reading Streets* and *Math Expressions*. Mark will check with Trish on these materials. * Heather will work to get Karen/Heather set up for Tyler MUNIS training. * Mark/Karen will discuss tech professional development training. * AEDs – did not get funded through end of year funds. We will ask principals to give some amount of their building reserve; Health Services will check them out to buildings as needed for specific students and field trips, etc. K-8 contribution is $315 for each building; $1247 to purchase one AED for each of high schools – ask Burley to hold back these amounts from the small equipment building reserve allocations for this purpose. Heather will discuss this with Burley. * CSIP – Mark will develop the plan and ensure that all principals know how to complete and bring the plan back to us in two weeks. * Robotics – Karen will develop a plan and bring back to us next week. * MontCAS – Denise Juneau is recommending potentially that we NOT do MontCAS as a state in spring 2013, instead pilot SBAC. SBAC is seeking pilot sites. Mark will bring more information about the technology plans to address this in MCPS. |
| **8:10-8:20** | Conclude meeting with a summary  Determine items for next meeting agenda   * Karen/Mark will share strategic plan “pictures” Thematic Academies and PLCs * Yearlong K-12 PLC Leadership plan * Agenda (especially targets) for 9/24 meeting with leadership * September 30th PIR day * Robotics plan   Confirm assignments and next steps |
| **8:20-8:30** | Plus/Delta   * What went well? What might we do differently? * How did we do with following our norms?   PLUS   * Everyone was here on time * Stayed focused * We are using our agenda * Good summary of assignments * Looking at things collaboratively * Making progress on long-term planning   DELTA   * How might we have “conversations” between meetings? How do we keep the conversation going? |